

INFORMATION SHEET

SHELTER-IN-PLACE

Schools are required to conduct a shelter-in-place fire drill a minimum of three (3) times a year. This is to be prepared for an outside environmental emergency, either chemical or weather related, which would prohibit an evacuation into the outside environment. The following are guidelines used in conducting this type of drill.

- The months of November, February and May are designated as the shelter-in-place drill months.
- When conducting the drill, all students should be accounted for and report to their assigned areas or rooms.
- Upon notification of a shelter-in-place drill, teachers should have all students move into the classrooms.
- Teachers shall close all doors and windows to classrooms.
- Teacher shall show fire personnel the necessary supplies to seal room (i.e., tape, vent coverings).
- Teachers shall demonstrate their knowledge and ability by simulating the sealing of windows and doors.
- A school representative shall simulate the shut down of all ventilation systems.
- The school shall have a system in place to report the student count to a central location.
- The school shall have a system in place to notify occupants upon the cancellation of the shelter-in-place drill.

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